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SS/Pers

14 February 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
14 February 1975

1. General Co-op Activity: During the week the co-op officers were visited by their counterparts from American University and Cleveland State University. The Agency co-op officers also visited Howard University and talked with the co-op coordinators in the School of Engineering, the School of Business and Public Administration, and a representative of the Placement Office. The attitude toward the Agency on the part of Howard is far more positive than in prior years. We were also contacted about the Summer Intern Program by a former Agency employee who is now the Assistant Dean of the School of Foreign Service, Georgetown University.

2. Co-op Briefing: Follow-up discussions with some of the 20 co-ops who attended the co-op orientation briefing last week indicated that there was an excellent reaction to the briefing. [REDACTED] of OTR helped the student employees to understand how their work related to the rest of the Agency and the intelligence community. The students also appreciated the opportunity to discuss their problems with two former co-ops. Several students expressed a desire to meet with other co-ops once each work period to exchange views on their experiences. Twenty percent of those attending the briefing were Black.

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3. Avoiding Trouble: [REDACTED] recruiter, reported that the University of Washington Placement Officer called him concerning his trip to that campus on 11, 12 and 13 February. [REDACTED] had scheduled the visit to speak with applicants identified by the Placement Office. It was not a publicly announced visit. The Placement Officer was concerned because a Peace Corps recruiter would be on campus at the same time. Last year there was a demonstration against the Peace Corps because of alleged involvement in the Allende

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affair in Chile. The Placement Officer feared that there may be another demonstration against the Peace Corps this year and didn't want [REDACTED] to be accidentally caught up in the uproar. [REDACTED] agreed that discretion was the better part of valor and said he would interview at his motel. (Previously reported at 8:30 Meeting.)

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4. Suggestion Awards: Richard P. Brengel, Director, Office of Incentive Systems, U. S. Civil Service Commission, informed us that Chairman Hampton sent a proposal to President Ford's office aimed to stimulate economy ideas by Government employees. The plan, developed by Brengel's office in coordination with program administrators from various Government agencies, entails a personal letter from President Ford to each suggestor who has produced an adopted suggestion or cost-avoidance accomplishment of \$5,000 or higher. This would be in addition, of course, to the normal cash awards which such employees would earn through their agencies' awards systems.

5. Summer Intern First: For the first time the Office of General Counsel has selected a summer intern.

6. CEMLOC Formats: Conversion of the Flexoline reference records to the new CEMLOC formats in the Telephone Facilities Branch, the Mail and Courier Branch and the Cover and Commercial Staff is scheduled to begin 28 February. In the telephone area where there are four complete reference records (A through Z) for information operators, plans call for conversion of one work station per week.

7. Position Management:

a. A meeting was held with the DDS&T Admin Staff to discuss the transfer of six courier positions from NPIC to the Office of Logistics in connection with the centralization of all courier systems.

b. A discussion was held with the Chief, Support Staff, OTS on position management techniques and projected organizational and position changes on the OTS Staffing Complement.

8. Staffing Project: The Staffing Project is being audited by a representative from the Audit Staff. A copy of the STAFFING Application Procedure Manual was furnished him.

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9. Reserve Meeting - POW's Discussed: Mr. Claude Watkins and Colonel Fred V. Cherry from the 7602 Air Intelligence Group, Fort Belvoir, Virginia, were guest speakers at the Agency's Military Reserve Meeting on 10 February. The speakers' topic was "The Prisoner of War in Vietnam." They gave an outstanding presentation on prisoner of war experiences. Colonel Cherry was a POW in Vietnam for over seven years and his talk about his ordeal was of particular interest to the audience.

25X1A 10. Regulation Changes: We forwarded to Regulations Control Staff:
25X1A (a) revision of the DDO restatement of [REDACTED] . . . salary paid
25X1A to retired annuitants; (b) proposed revision of [REDACTED] on admini-
[REDACTED] stration of suspended leave accounts; and (c) request for declassification of
[REDACTED] Personnel Evaluation, to "Administrative-Internal Use Only." 25X1A

25X1A 11. Rehired Annuitants: I approved the following rehired annuitant cases for the Directorate of Administration:

[REDACTED] -- Office of Training --
[REDACTED] or -- one-time service.
[REDACTED] -- Office of Training -- .
Independent Contractor.

25X1A Also, the following rehired annuitants were terminated:

[REDACTED] - Office of Training --
[REDACTED] ctor.
[REDACTED] . -- Office of Training --
Independent Contractor.

12. EAA - Car Buying: Interest in the United Buying Service automobile buying plan has increased recently. Information about the services is provided by the Employee Activity Association at the ticket sales office near the North Cafeteria. In December, inquiries averaged about three per day but more than doubled in January and February. Rebates being offered by the major automobile manufacturers are believed to be the major factor in this increased activity.

Coming Events

1. We will continue work on reviewing responses concerning the PASG implementation.

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2. The Employee Activity Association Annual Meeting of the general membership has been scheduled for 10:00 a.m., 17 March 1975, in the Headquarters Auditorium.

3. We plan to complete the six-month review of APP goals in certain specified areas.

(Signed) F. W. M. Janney

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Director of Personnel